

PROGRAM CHAIR-ELECT TASKS

As Program Chair-Elect, you are automatically a member of the Program Committee. Until about 3 months prior to the annual meeting, your duties involve participation in Program Committee discussions and decisions.

You are also a member of the Executive Board. Make sure you are added to the Executive Board listserv (SCEXEC). Participate as necessary in Executive Board discussions/decisions.

Summer/Early Fall (2-3 months prior to annual meeting)

- Before the annual meeting, put together the next year's Program Committee. This is closely tied to appointment of new committee chairs, since some committee chairs are members of the Program Committee (see "Program Committee Charge and Timeline"). Create a roster and an email distribution list (or some method of communicating with the committee).
- If possible, the Program Committee should decide on **DATES** and a **THEME** for next year's meeting. You will have to work with the next year's Conference Chair (Local Arrangements Committee Chair) to make these decisions. It's good to be able to advertise next year's meeting at the annual meeting (you can have "save the date" magnets made, postcards, posters, etc.).
- If possible, line up a **KEYNOTE SPEAKER** for next year's meeting so that you can put up posters/flyers at the annual meeting to attract attendees.
- Make sure the Conference Chair and Local Arrangements Committee know that they are to give an "**Invitation to next year's meeting**" during the Chapter Business Meeting.
- Schedule a Program Committee meeting to be held at the annual meeting. A few weeks before the meeting, send out an agenda.

At the end of the annual meeting, you will officially be the Chair-Elect/ Program Chair for the "new" chapter year.

Created by
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